

PLANNER III

GRADE: 21

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Planner III performs difficult professional planning work. The work requires a proactive and sometimes influential approach in the coordination of assigned program activities between and among other departments and agencies of local governments. The work requires limited physical demands and the working conditions are usually good but occasionally somewhat disagreeable due to considerable mental effort and stress involved in handling multiple projects and meeting deadlines. An employee in this class is expected to develop studies and recommendations concerning the comprehensive planning matters of one of the following areas: development review, long range planning or urban design. The work is performed with considerable latitude for initiative and is subject to functional policies and goals under the general managerial direction of the Chief of Planning. The position is contributory to the orderly growth and development of the City and of sub-areas within its boundaries

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, organizes and develops major planning programs including development review, long range, or urban design consistent with department objectives.
- Performs population, housing, social and economic, urban design and other specialized studies of the City, and adjacent areas in support of assigned program responsibilities.
- Directs field studies and surveys intended to collect original research data for

City planning projects, and determines the statistical techniques to be used in compiling such studies.

- Consults with local officials, as directed, concerning the compilation and interpretation of research data of assigned projects.
- Undertakes, analyzes, and makes proposals for revisions to existing City planning projects/programs, including the City's Master Plan and neighborhood plans.
- Manages the master planning process, including public participation and technical recommendations for new master plans or revisions to existing plans, as directed.
- Undertakes special studies of land use planning issues in the City and neighboring jurisdictions as directed by the Chief of Planning.
- Conducts periodic review and essential research for the maintenance of various City plans and programs.
- Prepares reports and makes recommendations on planning programs; makes presentations to government officials and agencies as required.
- Coordinates the review of zoning and land use applications within the department, and among other departments and outside agencies.
- Reviews and prepares written recommendations on all types of zoning and land use applications.
- Explains and interprets zoning regulations and procedures to citizens, applicants and other agencies and departments; and provides assistance in compliance with the regulations.
- Makes oral presentations before boards and commissions regarding staff analysis and recommendations on zoning and land use applications (after hours).
- Attends meetings of civic associations and business groups to discuss current zoning and development, long range planning or urban design issues.
- Provides support to the Mayor and Council and other boards and commissions on zoning and land use, long range planning or urban design issues as assigned.
- Participates in development review activities of the department.
- Designs and implements planning programs and studies intended to promote the orderly growth and development of the City and of sub-areas within its boundaries.
- Identifies and analyzes problems, develops goals and objectives, and designs programs to meet departmental objectives.
- Coordinates work with other planners.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in architecture, civil engineering, geography, long range planning, urban planning or related field; supplemented with a Master's degree in planning; and three (3) years progressively

responsible experience in long range or neighborhood planning, development review, transportation planning, or urban design etc.; or a Bachelor's degree in a planning related field and four (4) years progressively responsible planning experience.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and techniques of urban planning, zoning and development, long range planning or urban design.
- Thorough knowledge of the literature and sources of information available concerning planning matters, and of the techniques and the procedures useful to analyze and report on such subjects.
- Considerable knowledge of zoning and land development controls, ordinances and regulations, and the methods and procedures by which they are enforced.
- Considerable knowledge of the master planning process, including public participation, that results in new elements of the Master Plan.
- Working knowledge of the general principles and practices of public administration, public finance, economics, environmental matters and others as applied to urban and regional planning.
- Knowledge of computer applications to planning (word processing, spreadsheets and data bases, geographic information systems).
- Ability to analyze and evaluate pertinent planning data, to develop unbiased, just and concise recommendations, and to execute plans once approved.
- Ability to prepare specific plans for the development of private and municipal properties.
- Ability to provide information to elected and appointed bodies and other interested parties, and to convey concise and accurate explanations concerning various planning policies, requirements and procedures.
- Ability to make decisions and promote major planning programs recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.
- Ability to establish and maintain effective working relationships with other employees and to deal tactfully with other governmental agencies, developers, engineers and the public in the resolution of difficult and contentious matters.
- Ability to read and understand construction and development plans.
- Ability to prepare drafts, lettering, drawing and graphs.